ITMC MINUTES

June 5, 2013

Attendees

Department of Natural Recourses	Bill Anker
Chief Information Officer	Ron Baldwin
Department of Fish, Wildlife, and Parks	Barney Benkelman
Department of Justice	Joe Chapman
Department of Environmental Quality	Dan Chelini
Department of Administration, SITSD	Gordy Conn
Legislative Services Division	Steve Eller
Department of Public Health & Human Services	Dan Forbes
Local Government-Ravalli County	Joe Frohlich
Bureau of Crime Control	Jerry Kozak (online)
Office of Public Instruction	James Gietzen
State Auditor's Office	Dawn Harmon
Department of Commerce	Larry Krause
Public Service Commission	Ousmane Loum (online)
Department of Higher Education	Edwina Morrison
Governor's Office	John Noble
Department of Administration	Michael Sweeney
Secretary of State's Office	Mark Van Alstyne (online)

Guests

DPHHS- Stuart Fuller; **DNRC**- Kreh Germaine; **AT&T**- Nathan Cuddy; **Oracle**- Christine Williams; **FWP**- Lydia Bailey; **IBM**- Linda Brown, Brent Evans, Jim Clark, Duane Foltz, Dean Taylor; **Software AG**- David Renton; **DOR**- Peder Cannon, Adam; **Cisco Systems**- Adam Kopczuk; **Novell**- Jeremy Bott, Chris Robbins; **OPI**- Jody Troupe

Real Time Communication (online)

Dale Dowell, Sue Leferink, Teri Lundberg, Greg Snortland and Dustin Temple

SITSD Attendees

Jim Ashmore, Anita Bangert, Brett Boutin, Penne Cross, Maris Cundith, Stephen Forrest, Kris Harrison Audrey Hinman, Chris Kuntz, G. Scott Lockwood, Tom Murphy, Wes Old Coyote, Cheryl Pesta, Lynne Pizzini Carol Schopfer, and Irv Vavruska

Welcome and Introductions – Joe Frohlich, Ravalli County

Minutes
May 13, 2013 Minutes Adoption
A motion for approval of the minutes was made by Michael Sweeney, seconded by Joe Chapman and unanimously approved as written.

Council Planning
Recap/Discussion on strategic planning session – vision for ITMC
Joe Frohlich gave an overview of the new agenda template being used for ITMC meetings.

Ron Baldwin thanked everyone for participating in the renewed strategic planning process meeting. I would like to be a hallmark for how this meeting, council contributes, operates, gets things done and also as a Continuity of Governance that extends into the ITB, eGov, other boards and the governor's office.

This will be done together as working group. My vision for how these sessions operate is working session where we interact and get stuff done. Focus will be strategic planning and as we raise topics we need to discuss that it will be part of the strategic planning process as guidance.

Order to Continue ITMC – Gordy Conn, SITSD

Gordy went over the order continuing the Information Technology Managers Advisor Council. Group discussed and makes changes to the document. Gordy will update the document and repost. Gordy posted on the ITMC website are templates for how we might work into a new agenda and reporting to ITMC Template. Group discussed the importance.

Information Sharing
Enterprise Briefing-Ron Baldwin, State CIO

Ron Baldwin shared House Joint Resolution no. 2 made it through and will be heard in front of a committee. A line item title amended in House Bill no. 10 titled electronic records management will be at discursion to governor's office. Ron proposed a way get in front of this. We can start the process of discussion and planning and strategy right now. Ron proposed that we go out into an RFI (request for information) mode for electronic records management. Ron can start spearheading that in SITSD and with agency involvement. Ron outlined the steps. All comments from the group were supportive.

　　　Stuart Fuller would like a template with examples of information we need to provide. At the end will have broad categories of needs and an understanding of what they are getting now. Ron Baldwin would like to take on the responsibility of creating and facilitating a structure that this will take and you all will facilitate that discuss in your respective agencies.   Ron it is our opportunity to discover what is going on with records in the state of Montana and IT to take a leadership role on how to handle it.

　　　Dawn shared the auditor's office did a CEP (Contractor Engagement Proposal) and got a records management system electronically. What we did was mapped all our business processes at a higher level, built a requirements matrix off of that.   Dawn has that information to share if it would be of value to anyone.

　　　Ron from House Bill no. 10 another item is data protection. To spend the money in the most effective possible for the State of Montana Ron's staff has laid out a proposal, a phased approach that makes sense, Ron agreed to cover next time we meet.

　　　Ron provides an update on Montana.gov the new branding for the governor's office Marissa Kozel, from the Department of Commerce is working in conjunction with the governor's office, Audrey and her staff to come up with a design and framework for governor's new site. We will go in front of governor today. Ron explained Montana.gov is the brand not a domain change.

Agency Briefing and Announcements

Steve Eller advised a lot of our session and online MCA data is hosted at OPI (Office of Public Instruction).   That will come to end this month. We have our own internal web servers now so we will move to internal web servers. If you look at the base URL it will change from data.opi.mt.gov to leg.mt.gov.   A lot of state agencies link to MCA sections in their documents it will fail as of June 21, if they are not updated. If you go to our website leg.mt.gov right on the top is a link to a description of what is happening and will give you the details.

Steve Eller's second announcement for House Bill no. 10 received funding for some of the core session related system upgrades. People have referred to as LAWS upgrade. The LAWS database and the database schema are not going to change much if any in this project. The bigger part of this project is the MCA update which is a mainframe system that holds the actual code.

Audrey Hinman advised on June 22, ePass Montana version 2.0 will rolls into production at 11:00 p.m. and applications will be down for about four hours.

Second announcement from Audrey, Montana.gov the new look and feel to the state official website plan, has a tentative date to roll into production on July 21. This includes the new template for agencies that report to the governor. By end of this week Marissa Kozel will send an email with a site to see the new template and the requirements.

Action Items
New Business
Security Tool Consolidation _ Lynne Pizzini, SITSD provided presentation
The new administration is very focused on security, taking a strong stance in protecting the information that the citizens of Montana provide to us. Lynne has been task with assisting all of us to put together a statewide security program. Lynne has discovered that we need a defense in-depth type of stand meaning multiple layers of security. Lynne shared her recommendation. We rolled out Endpoint Security in SITSD. Lynne answered questions and agreed to send out impacts and end result summarized in a document.

Virus Protection, what do agencies want in the toolkit? We want your input on what you want to see in those toolkits. Presentation gave Lynne's included staff starting point recommendation.

Suggested that Lynne put information out on the website of recommendations, ISMG folks should look at and bring forth a recommendation and NMG have this discussion.

Enterprise Mobile Device Strategy- Lynne Pizzini, SITSD
We currently have an MDM (Mobile Device Management) solution within SSCM that can be used and our recommendation is to use that tool called Intune. This covers the user.

What is the state's strategy for mobile devices?
Our recommendation to ITMC is that you put together a mobile device strategy from a statewide perspective to include bring your own device (BYOD)as well as other thing that are involved with mobile device use for the State of Montana. We would then be in a position to find a tool that better address the needs of the state as a whole.

Discussion of Issue/Opportunity
Lynne will get a consolidated document of the entire requirements, not including strategy for the state for mobile devise use, out to the team. Lynne recommended the Microsoft Intune product until we get the strategy from you all. Ron Baldwin stated we are talking about a policy which speaks also to how we are going to manage these devices.

Standing Agenda Items
IT Services
Web Filtering – Lynne Pizzini, SITSD
Second week of July will open up access to social network, streaming media, and educational video. If you are concerned you can ask for blocks to remain on for the agency user or device.
Data Protection – Lynne Pizzini, SITSD
Lynne we are going to roll out the capability for your agency to do internet activity reporting. We will need a list from your agency of 2-4 staff, we recommend HR people which need access to the reporting.

SITSD Service Terms & Conditions – Lynne Pizzini, SITSD
The CIO wants to put policies back in place because there was no plan to replace them. Our plan is to put all those enterprise policies back in place, post terms and conditions and work on project to put in the right enterprise polices. Information Security Managers Group (ISMG) is working on common controls or minimum security requirements for the state in the area of what we need to do to use our environment in the state.

Web Content Management Solution- Audrey Hinman, SITSD
Thanked all for their feedback on the requirements for the web content management tool. We sent out the revised version of those requirements. After an extensive review we found an open source type solution called DotNetNuke. We will provide training and the tool will be available to anyone currently being hosted by SITSD in our shared web hosting environment.   Audrey showed a video on the functionality and features of the tool. We are looking at purchasing the enterprise addition version with a SharePoint connector. We are purchasing support and plan to support within SITSD. Audrey answered questions.

Other Service Items
Ron Baldwin will finalize the agreement with Northwestern Energy for the incentive program. The next step is to sign the agreement. There then will be a verification procedure. We will then move forward with the plan to distribute funds.
We are moving forward with providing email cloud archive and Lync as a service.

ITMC Working Meting, June 19- Gordy Conn, SITSD
We are working on a date in the second week of July for the next working meeting.   Topics to discuss about include election of the board and the operation document. Gordy will send out the election process used last year for feedback.

Member Forum
Dan Chelini advised conference planning should probably begin. Anyone that would be interested from the agencies please contact Gordy Conn at 444-3170 or gconn@mt.gov .

Public Comment None

Adjournment 11:04 a.m.